

Employment Opportunities (USAID)

Vacancy Announcement No. USAID 12-07

OPEN TO: Myanmar Citizens

POSITION: Project Management Assistant, FSN-8

OPENING DATE: October 19, 2012

CLOSING DATE: November 2, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Rangoon is seeking an individual for the position of Project Management Assistant in the United States Agency for International Development (USAID)/Office of Transition Initiatives (OTI).

BASIC FUNCTION OF POSITION:

Provides programmatic and administrative support to the Office of Transition Initiatives (OTI) Country Representative(CR) and/or Deputy Country Representative(D/CR) in development, implementation, monitoring and evaluation of USAID/OTI program activities in Burma.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Possession of a University/College Degree in the field of international development, political science, education, management, public/business administration or relevant field in Sciences, Social Sciences or Arts is required.
2. Minimum of four years of progressively responsible, professional-level administrative experience in managing an office and supporting program implementation for an international donor or development agency is required.
3. Level 4 (Fluent) speaking/reading/writing in English and Burmese is required. English proficiency will be tested.
4. Must have the knowledge of administrative and office management functions, knowledge of development assistance objectives and process, knowledge and understanding of the Burma operational environment and the appropriate international, governmental and non-governmental entities.
5. Must have ability to assess problems and develop sound solutions to best serve program oversight objectives; strong interpersonal and the ability to follow oral instructions; conduct research as needed, and prepare information materials for use by the OTI Country Representative or Deputy Country Representative in connection with all meetings and participate in monitoring visits to project sites and meetings.
6. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, Power Point, etc.)

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Eligible age: Between 18 and 60

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.
4. Do not attach Photo

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
110 University Avenue
Kamayut Township, Yangon

(Or)

Send by e-mail to HRORangoon@state.gov

CLOSING DATE FOR THE POSITION: November 2, 2012.